

**WORK COLLABORATIVELY ON PROGRAM DIRECTION/DECISIONS
WORKING GROUP NUMBER 3**

DRAFT 11/1/96

Summary of Tasks for Pre-Majuro Meetings at RMI Embassy, Washington, D.C.

RMI Embassy/DOE/DOI/DOS Meeting in Washington D.C. on November 5, 1996

	Task	Start Date	Completion Date
1.	Review each DOE program budget overview budget and discuss priorities and set strategy for RMI input by 12/3/96	11/5/96	12/3/96
2.	Discuss mechanisms that will provide feedback on satisfaction with full medical mission arrangements. Have RMI initial concerns been addressed? How can we structure inputs on the land-based versus sea-based options and their ability to provide needed medicine?	11/5/96	12/17/96
3.	Discuss initial steps needed to address issues to be addressed for WG 1, 3 and 5	11/5/96	11/5/96
4.	Review Ministry of Health MOU - is this an instrument that can help to provide written agreement on how our medical programs interface? Work for final draft by 1/7/97 for possible signature in Majuro	11/5/96	1/7/97
5.	Obtain Holly's input on the RMI objectives with the objective of having written RMI hoped for outcomes to Majuro meetings	11/5/96	12/17/96
6.	Share DOE Objectives for WG 1, 3, 5 as a strawman to items that might be included in the Agenda for each WG	11/5/96	11/5/96
7.	Agree on actions needed and the agenda for the next meeting and who is to take the action and by what date	11/5/96	11/5/96

RMI Embassy/DOE/DOI/DOS Meeting in Washington D.C. on November 19, 1996

	Task	Start Date	Completion Date
1.	Achieve initial closure on DOE program program budget and discuss how to draft a position paper on written priorities recommendations to be finalized by 12/3/96	Ongoing	12/3/96
2.	Discuss mechanisms that will provide enhanced communication flow and insure all parties are cognizant of preliminary and final positions reached. Finalize draft of recommendations by 12/17/96	11/5/96	12/17/96
3.	Discuss the steps needed to prepare, review and gain signatures on agreements pertinent to decisions reached by WGs Prepare a strawman by next meeting, reach consensus and final paper by 12/7/96	11/5/96	12/17/96
4.	Explore what arrangements are needed both by DOE and RMI to establish a shared DOE/177 Health Care Program medical records office for hard-copy, CDROM and microfiche review Develop a feasibility plan and paper by 1/7/97 for submittal at the Majuro meeting	11/5/96	1/7/97
5.	Review any additional input from Amb. de Brum or Holly on RMI updates on objectives and hoped for outcomes at the Majuro meetings	Ongoing	12/17/96
6.	Discuss initial RMI reactions to DOE Objectives for WG 1, 3, 5 and begin to discuss structure of each WG meeting	Ongoing	1/7/97
7.	Explore how we can develop administrative protocols that will facilitate decision making and set program direction. Finalize a draft paper by 1/7/97	11/19/96	1/7/97

RMI Embassy/DOE/DOI/DOS Meeting in Washington D.C. on November 19, 1996

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	Task	Start Date	Completion Date
8.	Identify what we can all agree will be our success products, decisions, procedures that we will present at the Majuro meeting and ensure agreed assignments are on track	11/19/96	1/7/97
9.	Review projected attendees at each WG in Majuro, add or subtract as needed and begin to determine if proposed invited attendees can attend. Bring results of these canvases to the next meeting on 11/3/96. Finalize by 1/7/97	11/19/96	1/7/97
10.	Agree on actions needed and agenda for the next meeting and who is to take the action and by what date	11/19/96	11/19/96

RMI Embassy/DOE/DOI/DOS Meeting in Washington D.C. on December 3, 1996

	Task	Start Date	Completion Date
1.	Achieve final closure on DOE program budget and discuss the most useful presentation format for the Majuro meeting	Ongoing	12/3/96
2.	Agree on assignments for a paper on protocol and recommendations for enhanced communication flow that will insure that all parties are cognizant of preliminary and final positions reached.	Ongoing	12/17/96
3.	Agree on assignment to draft paper on recommended protocol and signatories to review and gain signatures on agreements pertinent to decisions reached by WGs Begin preparation of a strawman paper to be presented at the next meeting, reach consensus by the following meeting	Ongoing	12/17/96
4.	Review success steps and products to evaluate progress and to ensure they will be completed by 1/7/97	Ongoing	1/7/97
5.	Review Ministry of Health MOU to see if previous recommended changes bring the document closer to a final draft for discussion or signature at the Majuro meeting	Ongoing	1/7/97
6.	Review progress on shared Majuro DOE/177 Health Care Program medical records office for hard-copy, CDROM and microfiche review. Agree on a semifinal feasibility plan and begin to draft a paper for review by 1/7/97	Ongoing	1/7/97
7.	Review and get additional input from Amb. de Brum or Holly on RMI updates on objectives and hoped for outcomes to the Majuro meetings	Ongoing	12/17/96

RMI Embassy/DOE/DOI/DOS Meeting in Washington D.C. on December 3, 1996

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	Task	Start Date	Completion Date
8.	Discuss preliminary Agenda for the Majuro meeting to be finalized by 1/7/97	12/3/96	1/7/97
9.	Discuss and document roles and responsibilities for the various aspects of programmatic issues to facilitate knowing who to go to for what issue and begin assignments for a paper that addresses these	12/3/97	1/7/97
10.	Explore consensus on developing administrative protocols that will facilitate decision making and set program direction. Finalize a draft by 1/7/97	Ongoing	1/7/97
11.	Develop a list and status of each effort identified as success products, decisions, procedures that we will present at the Majuro meeting. Expedite those that need attention.	Ongoing	1/7/97
12.	Develop a near final Attendance list for each planned attendee and report on their confirmation of participation. Work on any not yet final and resolve prior to 1/7/97	Ongoing	1/7/97
13.	Agree on actions needed and agenda for the next meeting and who is to take the action and by what date	12/3/96	12/3/96

RMI Embassy/DOE/DOI/DOS Meeting in Washington D.C. on December 17, 1996

	Task	Start Date	Completion Date
1.	Finalize draft of protocol and recommendations for enhanced communication flow that will insure that all parties are cognizance of preliminary and final positions reached.	Ongoing	12/17/96
2.	Finalize recommended protocol and signatories for agreements pertinent to decisions reached by WGs. Prepare a strawman paper for next meeting, reach consensus by the following meeting.	Ongoing	12/17/97
3.	Review success steps and products to evaluate progress and to ensure they will be completed by 1/7/97	Ongoing	1/7/97
4.	Review Ministry of Health MOU to see if previous recommended changes bring the document closer to a final draft for discussion or signature at the Majuro meeting	Ongoing	1/7/97
5.	Review progress on shared Majuro DOE/177 Health Care Program medical records office for hard-copy, CDROM and microfiche review Agree on a semifinal feasible plan and assign writing assignments for a paper to be presented for approval at the 1/7/97 meeting review	Ongoing	1/7/97
6.	Review final inputs from Amb. de Brum or Holly on RMI updates on objectives and hoped for outcomes to Majuro meetings	Ongoing	12/19/96
7.	Discuss preliminary Agenda for the Majuro meeting to be finalized by 1/7/97	12/3/96	1/7/97

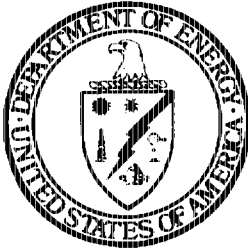
RMI Embassy/DOE/DOI/DOS Meeting in Washington D.C. on December 17, 1996

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	Task	Start Date	Completion Date
8.	Discuss and document roles and responsibilities for the various aspects of programmatic issues to facilitate knowing who to go to for what issue. Begin to draft a paper to be presented for consensus at the 1/7/97 meeting	Ongoing	1/7/97
9.	Explore consensus on developing administrative protocols that will facilitate decision making and set program direction. Begin to draft a paper to be reviewed and approved at the 1/7/97 meeting	Ongoing	1/7/97
10.	Develop a list and status of each effort identified as success products, decisions, procedures that we will present at the Majuro meeting Expedite those that need attention	Ongoing	1/7/97
11.	Develop a near final Attendance list for each WG for each planned attendee and report on their confirmation of participation. Work on any attendee not yet final and resolve prior to 1/7/97	Ongoing	1/7/97
12.	Agree on actions needed and agenda for the next meeting and who is to take the action and by what date	12/17/96	12/17/96

RMI Embassy/DOE/DOI/DOS Meeting in Washington D.C. on January 7, 1997

	Task	Start Date	Completion Date
1.	Finalize a draft paper on the procedures that will be followed and used to effect signatures on any agreement	Ongoing	1/7/97
2.	Finalize those products/drafts/tentative agreements that will be presented as successes at the Majuro meeting	Ongoing	1/7/97
3.	Finalize a draft Ministry of Health MOU that will be presented for discussion or signature at the Majuro meeting	Ongoing	1/7/97
4.	Finalize a paper on the process needed for the shared DOE/177 Health Care Program medical records office for hard-copy, CDROM and microfiche review	Ongoing	1/7/97
5.	Finalize the Agenda for the Majuro meeting	Ongoing	1/7/97
6.	Finalize the Attendees List for each WG	Ongoing	1/9/97
7.	Finalize a paper that document roles and responsibilities for the various aspects of programmatic issues to facilitate knowing who to go to for what issue	Ongoing	1/7/97
8.	Finalize a paper on administrative procedures and protocols that will facilitate decision making and set program direction	Ongoing	1/7/97
9.	Finalize the list and products to be used as success products, decisions, procedures that we will present at the Majuro meeting	Ongoing	1/7/97
10.	Finalize a paper on land-based/sea-based options and list RMI and DOE positions and roles in these options as weighed against budget impacts	Ongoing	1/7/97
11.	Determine if a meeting on 1/22/97 is needed to wrap up any loose ends	1/7/97	1/7/97



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Date: November 1, 1996

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Comments:

John:

Here is my attempt to put together what I think Andy Lawrence over here thought would be a clearer approach to the Gannt chart approach. Nobody over here has seen this yet but I thought I would fire a copy over and get your initial reaction. It may change some Monday as I get inputs. Let me know what you think!.

Tom